

EXCHANGE VISITORS (J-1) INFORMATION SHEET

PURPOSE OF THE EXCHANGE VISITOR PROGRAM

The broad purpose of the Exchange Visitor program is to promote international educational and cultural exchange in order to develop mutual understanding between the people of the United States and other countries. Exchange programs exist in a variety of formats and permit visitors to come to this country for a wide range of activities. The Exchange Visitor program at SURA/Jefferson Lab provides opportunities for research.

RESPONSIBLE OFFICERS

SURA/Jefferson Lab (Southeastern Universities Research Association/Thomas Jefferson National Accelerator Facility) is authorized to sponsor an Exchange Visitor program. The approval by the United States State Department allows SURA/Jefferson Lab to issue DS-2019 forms for visiting scholars, short-term scholars, and specialists.

Sue Ewing, is designated the Responsible Officer for the Exchange Visitor Program, with overall responsibility for administering the program in accordance with regulations. Upon arrival, exchange visitors must report to Sue's office, CEBAF Center, Room L107. Please bring your passports and entry documents, along with those of all family members, if applicable. In addition, information regarding any other visits to the U. S., regardless of the visa category, will be required. Any questions concerning your status should be addressed to Sue at (757) 269-7687 or ewing@jlab.org.

Special Conditions of the Exchange Visitor Program

The maximum length of stay as an exchange visitor is as follows:

Research Scholar Three (3) years, no extensions

Short-Term Scholar Six (6) Months, no extensions

Specialist One (1) year, no extensions

Home Country Physical Presence Requirement

The purpose of the requirement is to make it possible for the "home country" to benefit from the Exchange Visitors' experience in the United States. Exchange Visitors come to this country for a specific objective, such as a program of research. Not all Exchange Visitors are subject to the requirement, which is intended to prevent participants who are subject from staying longer than necessary for the objective, and to ensure that they will spend at least two years in the home country before coming back to the United States for a long-term stay. For the terms of the requirement,

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please see item 1 (a) on page 2 of Form DS-2019. If you have questions about the requirement, please raise them with the Consular Officer when you apply for your visa, or direct them to the Responsible Officer.

VISA STAMP

To enter the United States in J-1 status is a three step process:

1. In accordance with U.S. State Department regulations, the inviting institution issues a form DS-2019 and a "Data Entry Purposes" version/copy to the visitor.
2. You must present these documents along with the receipt for payment of the I-901 fee, and a valid passport to an American Consulate in your home country to obtain a J-1 visa. The Visa Officer may ask you to document funding that does not come directly from the SURA/Jefferson Lab (with such items as a letter of award or support, a bank statement, proof of income, etc.) or to document credible evidence that you will depart the U.S. at the end of your stay and which shows that you have strong family, social, employment and financial ties to your home country. If your dependents will accompany you, they will need J-2 visas, and you should take their passports with you to the consulate and be prepared to show proof of marriage to your spouse and parenthood of each child. (Please note that visas are issued at the discretion of the Consul, and presenting a properly executed DS-2019 does not necessarily guarantee the issuance of a visa.)
3. After obtaining a J-1 visa, you must also pass Immigration inspection at the port of entry in the United States.

Two special notes:

1. Canadians do not need passports or visa stamps to enter the United States, but they do have to show Form DS-2019 at the port of entry to obtain status as J-1 researchers.
2. Citizens of a number of countries other than Canada may enter the United States without visas, but only as tourists for a maximum stay of three months, **not as Exchange Visitors or students**. To change status, they must leave the United States (and North America in most cases), and apply for an appropriate visa at a United States consulate, and then re-enter the United States.

I-94 DEPARTURE RECORD CARD; FORM DS-2019

When you arrive in the United States, a Department of Homeland Security officer at the port-of-entry will issue you an I-94 Departure Record and will endorse your Form DS-2019, you should keep both in your passport. They are proof of your J-1 status, and you will need them for such purposes as extending your permission to stay in the United States and reentry to this country after a temporary absence abroad during the period of validity of Form DS-2019. The officer will take the "Data Entry Purposes" version/copy at that time. You should keep all copies of Form DS-2019 permanently. After your arrival, it is also advisable to photocopy the identification pages of your

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passport, your visa stamp, I-94 Departure Record card, and Form DS-2019 to keep separately from the originals.

You are required to adhere to the Exchange Visitor category while in the U. S. and to engage only in activities related to the subject field specified on your Form DS-2019. While regulations permit Exchange Visitors to give occasional lectures or consultation at institutions other than those specified on their Form DS-2019, any such activity which involves remuneration must be first approved in writing by the Responsible Officer.

MEDICAL INSURANCE REQUIREMENT

Under a rule effective September 1, 1994, Exchange Visitors in the United States must carry health insurance for themselves and their J-1 dependents for the full duration of their program. Government regulations stipulate that if, after that date, they willfully fail to carry health insurance for themselves and their dependents, the sponsor must terminate the program and report the termination to the United States State Department in Washington.

A. Required Insurance Specifications

The United States State Department has established the following requirements for the type and amounts of coverage you must carry if you hold J-1 or J-2 status:

1. The policy must provide medical benefits of at least \$50,000.
2. If you should die in the United States, the policy must provide at least \$7,500 in benefits to send your remains to your home country for burial.
3. If, because of a serious illness or injury, you must be sent home on the advice of a doctor, the policy must pay up to \$10,000 for the expenses of your travel.
4. The policy may establish a waiting period before it covers pre-existing conditions (health problems you had before you bought the insurance), as long as the waiting period is reasonable by current standards in the insurance industry.
5. Most insurance policies require you to cover part of your health expenses yourself (your part is called the deductible), before the company pays anything. The J-1 regulations limit the deductible to \$500 per accident or illness.
6. The insurance company must pay at least 75% of covered medical expenses.
7. The policy must be backed by the full faith and credit of your home country government or the company providing the insurance must meet minimum rating requirements.

If you will be an employee of SURA/Jefferson Lab and paid through the payroll department, you

will be eligible to join SURA/Jefferson Lab's employee health plans and pay associated premiums.

SURA/Jefferson Lab offers an insurance plan for all non-employees that meets all of the criteria for minimum coverage. If you need to purchase this insurance, you will need to make arrangements to have these funds available to purchase insurance when you arrive at the Laboratory in Newport News.

EXTENDING YOUR PERMISSION TO STAY IN THE UNITED STATES

Your permission to stay in the United States expires on the date shown in Item #3 of your Form DS-2019. If an extension is necessary, your SURA/Jefferson Lab sponsor must arrange it ahead of time by contacting your J-1 Responsible Officer before the expiration date shown on your DS-2019, Item #3.

CHANGING YOUR PROGRAM SPONSOR

Exchange visitors currently in the U. S. who wish to transfer sponsorship to our program must obtain a release on the DS-2019 from their current sponsor and transfer approval from the U. S. Citizenship and Immigration Service. Your current sponsor will provide further instructions and signature. This must be done prior to beginning your program at SURA/Jefferson Lab. Transfer and extension authorizations are restricted to programs that continue the original objective of the exchange visit.

SHORT TRIPS OUT OF THE UNITED STATES

To re-enter the United States in J-1 status, you will need to have Form DS-2019 endorsed by your J-1 Responsible Officer confirming both your affiliation with SURA/Jefferson Lab and the continuing availability of your financial support. If you leave North America, you will need a valid visa stamp to re-enter this country. If your visa has expired, you will have to apply for a new one at a United States consulate abroad.

LEAVING SURA/Jefferson Lab

Before leaving SURA/Jefferson Lab, you must inform the Responsible of your departure.